

SKILLS FRAMEWORK FOR SOCIAL SERVICE SKILLS MAP - POLICY OFFICER				
<b>Sector</b>	Social Service			
<b>Track</b>	Social Work			
<b>Sub-track</b>	Policies and Legislation			
<b>Occupation</b>	Policy Officer			
<b>Job Role</b>	Policy Officer			
<b>Job Role Description</b>	<p>The Policy Officer assists in formulating, developing, implementing and evaluating policies. He/She collects on-the-ground information that will impact the formulation of the policies. He assists managers and directors in drafting of policy papers and supports the planning of public consultation activities.</p> <p>A proactive and responsible staff who is methodical in his approach, the Policy Officer works in schools, ministries and institutional settings.</p>			
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>		
	Formulate policies	Collect on-the-ground information that will impact the formulation of policies		
		Conduct internal and external environment scans to keep abreast of latest developments, changes and initiatives in the ministry and social service sector		
	Develop policies	Draft policy papers under supervision and guidance of supervisors		
		Propose policy actions or solutions to supervisors for approval		
	Implement policies	Manage end-to-end activities for policy implementation		
		Act as first-point of contact with stakeholders for policy implementation		
Evaluate policies	Support consolidation of feedback reviews from management and other stakeholders for policy evaluation			
	Analyse current policy issues and trends			
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Collaborative Practices Across Disciplines and Sectors	Level 3	Communication	Basic
	Diversity Awareness and Management	Level 3	Sense Making	Intermediate
	Emergency Response and Crisis Management	Level 3	Interpersonal Skills	Intermediate
	Ethics, Values and Legislation	Level 3	Creative Thinking	Basic
	Reflexive Practice	Level 3	Managing Diversity	Basic
	Resilience and Self-Care	Level 3		
	Social Policy Development	Level 2		
	Social Policy Evaluation	Level 3		
	Social Policy Formulation	Level 3		
	Social Policy Implementation	Level 2		
Social Sector Policy Influence	Level 3			

	Stakeholder Management	Level 3		
	Trends Evaluation and Application	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Social Service sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/social-service">www.skillsfuture.sg/skills-framework/social-service</a>			